

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY07 Air Force Reserve Line and Health Professions Major Promotion Selection Board
Convening Notice

The FY07 Air Force Reserve Line and Health Professions Major Promotion Selection Board is scheduled to convene 6 February 2006 at the Air Reserve Personnel Center. **Tentative eligibility criteria:**

US Air Force Reserve (USAFR)	
Board Type	Date of Rank (DOR)
* Mandatory Selected Reserve (SelRes)	30 Sep 00 or earlier
** Mandatory Other than Selected Reserve (OTSR)	
Position Vacancy (PV)	30 Sep 02 or earlier

*SelRes categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes.

**OTSR categories include eligible Reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve active status list (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS) or in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

PV: AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, chapter 2 provides information on vacancy determination and eligibility criteria in addition to the DOR mentioned above. Officers whose records are meeting a mandatory board are not eligible for PV consideration. Officers eligible for PV consideration **are no longer required** to be assigned to the Selective Reserve for one year prior to the board convening date, but must meet RASL requirements.

Officers who are scheduled to be removed from the RASL (retirement, separation, etc....) prior to 6 May 06 are ineligible for promotion consideration.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily, therefore it is **highly** encouraged that the servicing MPF check PRISM at least weekly to ensure

accountability of additions/deletions to the board file until the board convening date. Board IDs are as follows:

Board Type	Board IDs
Mandatory SelRes	V0407A
Mandatory OTSR	W0407A
*Position Vacancy	U0407A

* (PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers meet remaining eligibility criteria).

IMPORTANT NOTE: The fact that an officer's name appears on the listing of PV eligibles does not mean he or she is eligible for PV promotion consideration. Eligible officers whom senior raters want considered must be nominated according to procedures described elsewhere in this letter. After the due date for PV nominations has passed (23 Dec 05), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received.

A chronological listing of milestones to help in preparation for the board is at Attachment 1, and a listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Attachment 2.

Officer Preselection Brief (OPB): OPBs will be available for officers meeting the board on or about 1 Oct 05. HQ ARPC will inform MPFs via PCIII and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Attachment 3. It is important to pull OPBs immediately upon receipt, as they will only remain in your Report Queue for 14 calendar days. If not pulled within the allotted time, you will have to request each OPB for your candidates individually.

Officers currently assigned to non-participating Reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Senior raters wishing to nominate USAFR officers for PV consideration should notify the officer of the intent and inform the officer to obtain an OPB from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

NOTE: For **IMAs** in the health professions, coordinate with the Directorate of Health Services Individual Reserve Programs, Medical IMA Division, (HQ ARPC/SGP), before preparing a nomination. That office can confirm the officer meets all eligibility factors for PV nomination. The telephone number is DSN 926-7158, toll free 1-800-525-0102, E-mail: arpc.sgp@arpc.denver.af.mil.

Advanced Academic Degree (AAD) Data Masking: Under Air Force policy, all academic data will be masked on the officer selection brief at promotion boards considering **line and JAG** officers for promotion to major through colonel. Thus, the selection brief will reflect only academic education for non-line officers.

Developmental Education (DE): DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to major DE above SOS is masked.

Letters to the Board: Eligible officers may correspond by letter with the board president calling attention to any matter they believe important to their consideration. Letters must be submitted in good

faith and contain accurate information to the best of the officer's knowledge, and must be signed by the officer and include social security number. Submit letters electronically at <https://arpc.afrc.af.mil/support/boardletter.asp> with the appropriate board identifier (U0407A, V0407A, or W0407A). A letter submitted through this site is considered signed and authenticated. After the board adjourns, copies of the letters will be retained in the Master Personnel File. In accordance with AFI 36-2504, paragraph 4.7.2, the boards will not consider letters received after 0800 on **6 February 2006**. Attachment 4 provides more information.

Promotion Recommendation Forms (PRFs): Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion, provided they meet total eligibility requirements listed in attachment 5, PV Checklist. There is not a PRF accounting date, however nominated officer PRFs are due no later than 23 Dec 05. Reassignment of nominated officers during the board process could negatively affect promotion opportunity IAW AFI 36-2504, para 2.9.6.

Instructions for completing PRFs: Attachment 5 is a sample letter to senior raters providing instructions on completing the PV PRF. In accordance with AFI 36-2406, para 8.2.1.2, completed **PRFs for PV consideration must arrive at HQ ARPC no later than 23 Dec 05** (45 days prior to board convening date). Forward all PV PRFs to HQ ARPC/DPBPE, 6760 E Irvington Pl #2010, Denver CO 80280-2010. *NOTE: No PRFs are required for those meeting mandatory consideration.*

Forward your PRFs to HQ ARPC, using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt of PRFs. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBPE), arpc.dpbpedl@arpc.denver.af.mil.

Not Qualified for Promotion: MPFs should immediately notify their MAJCOMs and this headquarters of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, chapter 7.

Definition of Senior Rater: For the Air Reserve Component, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

Records of Performance (ROPs) and Duty Qualification History Brief (DQHB): AFI 36-2402, Attachment 1, describes the contents of the ROP. The DQHB will be available to MPFs in the PRISM Report Queue on or about **1 Oct 05**. Again they will remain in the report queue for 14 calendar days. After that, MPFs will be required to individually request the DQHB for their candidates.

a. **USAFR unit assigned and AGR officers:** The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

b. **IMAs, other individual reservists (e.g., Cat E, LEAD):** Mandatory board ROPs will be provided via the following web address (<ftp://129.54.232.361/DPBBOARD/FEB06>) on or about **1 Nov 05**. Position Vacancy ROPs will be by request only via the following work flow mailbox arpc.dpbrdl@arpc.denver.af.mil. Questions can be addressed to ARPC/DPBR at DSN 926-7475. The MPF serving the senior rater of the IMA is responsible for providing the DQHB except for Civil Air Patrol (CAP) and Academy Liaison Officer (ALO) personnel, which will be provided by ARPC/DPBR.

Officer Performance Reports: For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time.

a. Mandatory Boards: Annual and Change of Reporting Official Reports closing 8 Nov 05 and earlier must be in file before the board convenes. HQ USAF/RE has established **8 Nov 05** as the closeout for Directed by Headquarters (DBH) reports on officers without current performance documentation. All requirements for points and period of supervision are waived (AFR 36-2406, Table 3-4, Rule 12). A DBH report is required if the most current report is projected to close out between **9 Nov 05 and 6 Feb 06**, or if the most current report on file is an AF Form 77 documenting a gap in the record of performance, or an AF Form 475 documenting training of less than 20 weeks duration. DBH reports must reach this headquarters no later than 23 Dec 05. **The close out date for DBH reports will be 8 Nov 05.**

b. PV Boards: Current performance documentation is especially important for officers nominated for PV promotion. It is very difficult for promotion board members to evaluate selection records without it. Confirm the completion of outstanding OPRs before the PV nomination is submitted.

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE (ARPC Contact
Eligibility, PV PRFs	HQ ARPC/DPBPE	926-6398	Center).
Officer Selection Records	HQ ARPC/DPBR	926-6340	1-800-525-0102; ask to be
OPRs/ROPs	HQ ARPC/DPBR	926-7475	connected to the office listed
All other matters	HQ ARPC/DPBB	926-6351	on the left.

//SIGNED//

J. FRED BROUSSARD, Captain, USAF
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personal Letters to the Promotion Board
5. Position Vacancy Checklist w/Attachment

Milestones

Note:	There is no PRF accounting date because there are no mandatory (IPZ/APZ) PRFs. There are only PV PRFs, which are due 23 Dec 05, and are signed by the senior rater based on PAS Code as of 23 Dec 05.
6 Sep 05	Approximate date mandatory board data created in PRISM (board build)
1 Oct 05	Officer Preselection Briefs available via MILMOD PRISM in "Report Queue"
1 Nov 05	Mandatory ROPs available on secure server
8 Nov 05	Directed by HAF (DBH) reports close out date
23 Dec 05	PRF due date. Last date ARPC will accept PRFs for PV nominations IAW AFI 36-2504.
23 Dec 05	DBH OPRs due to HQ ARPC
1 Feb 06	For any MilPDS updates made after 1 Feb 05, provide a source document and printout of your update to the promotion board room staff (DPBB) at DSN 926-6405.
2 Feb 06	Officer Selection Briefs (OSBs) extracted for the board
6 Feb 06	Board convenes at HQ ARPC
21 May 06	Approximate date public release of promotion results

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with title 10, USC, Section 14105(B), the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force Reserve Selected Reserve (SelRes), and Other than Selected Reserve (OTSR) in the promotion zone as of the date of this letter.

		Junior Officer Name / DOR	Senior Officer Name / DOR
Line	USAFR SelRes	Boswell, Cynthia A. / 29-Sep-00	Altsman, Brian J. / 1-Jul-89
	USAFR OTSR	Royer, Charles E. IV / 29-Sep-00	Novell, Henry Jr. / 4-Oct-89
Dental Corps	USAFR SelRes	Nguyen, Lawrence V.U. / 1-Sep-00	Keriakes, Sherif F. / 21-Jun-98
	USAFR OTSR	Park, Kyeong M. / 30-Sep-00	Haack, James E. / 14-Jun-96
Medical Corps	USAFR SelRes	Damico, Thomas J. / 21-Sep-00	Lane, William M. / 1-Jul-94
	USAFR OTSR	Armendariz, George M. / 22-Jul-00	Carter, Rebecca A. / 19-Jun-90
Nurse Corps	USAFR SelRes	Jones, Joyce M. / 29-Sep-00	Elliott, Leeann / 17-Oct-90
	USAFR OTSR	Pilley, William A. / 29-Sep-00	Kelly, Lisa E. / 29-Sep-92
MSC	USAFR SelRes	Bogacki, Michael N. / 29-Sep-00	Connors, Ida P. / 27-May-97
	USAFR OTSR	Levy, Robert D. / 29-Sep-00	Buchanan, Janice A. / 26-Dec-92
BSC	USAFR SelRes	Sardo, James M. / 20-Sep-00	Krahling, James A. / 18-Oct-93
	USAFR OTSR	Jackson, Stephanie M. / 15-Sep-00	Nguyen, Charles C. / 26-May-94

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. Failure to take timely corrective action for an error or omission could eliminate your ability to be considered by a future special selection board.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; SEX; RACE; ETHNIC	Self Explanatory	HQ ARPC/PSDC2 DSN: 926-7071 1-800-525-0102 (ARPC Contact Center)
HAF	Identifies HQ USAF computer file where your record resides	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
RES SECTION	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPRFP DSN: 926-6261 1-800-525-0102 (ARPC Contact Center)
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPRAA DSN: 926-6443 1-800-525-0102 (ARPC Contact Center)
AERONAUTICAL / FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPRAC DSN: 926-6450 1-800-525-0102 (ARPC Contact Center)
DEVELOPMENTAL EDUCATION		
	Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above Basic Developmental Education (BDE) is masked, and to Lt Col, DE above Intermediate Developmental Education (IDE) is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.

	course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion – Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	
AFSC DATA		
	Reflects primary, secondary, and tertiary AFSCs.	HQ ARPC/DPRPT DSN: 926-6396 1-800-525-0102 (ARPC Contact Center)
ACADEMIC EDUCATION		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/RRE, 2950 P St., Bldg 641, Wright-Patterson AFB OH 45433-7765.	AFIT/RRE DSN 785-6565 ext. 4324 or Comm: (937) 255-6565 ext. 4324
DECORATIONS		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPRFQ DSN: 926-6134 1-800-525-0102 (ARPC Contact Center)
ASSIGNMENT HISTORY		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	HQ ARPC/PSDD DSN: 926-6162 1-800-525-0102 (ARPC Contact Center)
PARTICIPATION SUMMARY / HISTORY		
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ol style="list-style-type: none"> The last 8 years of service Total points accrued through the closeout of the last Retention/Retirement (R/R) year Points accrued since closeout of the last R/R year Points since prior service, if any, in the current R/R year. <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p>	HQ ARPC/DPPKA DSN: 926-6375 1-800-525-0102 (ARPC Contact Center)

GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for letter formats and Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may provide written communication to the board calling attention to any matter that you consider important to your consideration. Submit letters electronically at <https://arpc.afrc.af.mil/support/boardletter.asp> with the appropriate board identifier (U0407A, V0407A, or W0407A), or you may send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with AFI 36-2504, paragraph 4.7.2, letters must be received not later than 0800 the date on which the board convenes (6 Feb 06).

2. Address your letter to: Board President, FY07 Air Force Reserve Line and Health Professions Major Promotion Selection Board
HQ ARPC/DPBPE
6760 E. Irvington Place #2010
Denver CO 80280-2010

a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.

c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of DE (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the boards adjourn.

4. **Please make sure you sign your letter and include your Social Security Number to ensure that it will be properly filed in your selection folder.**

POSITION VACANCY CHECKLIST

**PLEASE ENSURE THE FOLLOWING ACTIONS HAVE BEEN ACCOMPLISHED
PRIOR TO SUBMITTING PV NOMINATION REQUEST TO HQ ARPC/DPBPE:**

1. MilPDS reflects correct SRID
2. MilPDS reflects correct position number
3. Reserve Management Vacancy System (RMVS) reflects funding for full year
4. RMVS reflects that member occupies higher position
5. No overage code is updated in MilPDS
6. AF Form 709 is endorsed by senior rater
7. Must be on the RASL, ADL or combination for 1 year
8. Previous R/R must have at least 50 points
9. PAFSC and DAFSC should match in RMVS and PRF

Attachment:

Sample PRF, position vacancy board

Attachment 1, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) SMITH, JOHN P	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
IV. PROMOTION RECOMMENDATION Use concise "bullet" format See notes before completing sections IV, V, VI, VII, and IX			
V. PROMOTION ZONE BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>		VI. GROUP SIZE See notes	VII. BOARD See notes
		VIII. SENIOR RATER ID Enter 5 character SRID	
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION Self explanatory	
PROMOTE <input type="checkbox"/>		DUTY TITLE Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		SSN SIGNATURE	
Senior Rater: Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. May consider other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN. Provide an accurate unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status. Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared. Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference 36-2406, chapter 8). Per DOD Directive 1320.11, <i>Special Selection Boards</i> , paragraph 4.3., a supplemental promotion board "shall not consider any officer who might, by maintaining reasonably careful records, have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."			
AF IMT 709, 20040415 V2		PREVIOUS EDITION IS OBSOLETE. FOR OFFICIAL USE ONLY (When filled in)	

NOTES:

Section I, item 3, GRADE: Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers include (AGR). AGR is not an option from the menu, type AGR manually using a typewriter.

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS.

Section III, item 1, Duty Title: Include the position number the nominee is nominated for. **EXCEPTION:** For health professions Individual Mobilization Augmentees, leave the position number blank. The data will be supplied by HQ ARPC/SG. Coordinate with the Directorate of Health Services Individual Reserve Programs, Medical IMA Division, (HQ ARPC/SGP), before preparing a nomination. That office can confirm the officer meets all eligibility factors for PV nomination. The telephone number is DSN 926-7158, toll free 1-800-525-0102, E-mail: arpc.sgp@arpc.denver.af.mil.

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory

Section V & VI, PROMOTION ZONE & GROUP SIZE: Leave blank.

Section VII, BOARD: U0407A.

Section IX, PROMOTION RECOMMENDATION: Leave blank.